

JOB OPPORTUNITIES – OCTOBER 25, 2012

- **Senior Secretary III**
- **Chief Mental Health Psychiatrist**
- **Deputy Director, Mental Health Strategic Planning (Unclassified)**
- **Community Worker, Native American Indian**

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
JAIL MENTAL HEALTH SERVICES

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

SENIOR SECRETARY III

Jail Mental Health Services (JMHS) is seeking highly organized, reliable, and experienced person to fill the position of Senior Secretary III. This individual will be providing secretarial support to a program manager that oversees various programs of JMHS.

EXAMPLE OF DUTIES:

- Provides daily management and secretarial support directly to the Mental Health Clinical Program Head and administrative team.
- Gathers data for general information purposes or special reports and contacts other departments for additional materials/information as necessary.
- Schedules appointments and arrange conferences and meetings, including reserving conference rooms and preparing handouts and other materials.
- Coordinates staff meetings and prepares minutes.
- Prepares correspondence, notices, and bulletins.
- Reviews documents and ensures all relevant information is included.
- Screens phone calls and refers to the appropriate individuals within the program.
- Creates binders, forms, graphs, spreadsheets, and reports.
- Maintains training schedule for Jail Mental Health Services
- Maintains and organizes the office files.
- Other duties as assigned by the Program Head.

DESIRABLE QUALIFICATIONS

- Good verbal and written skills
- Ability to review and edit documents
- Strong administrative and organizational skills
- Adaptable and flexible to meet the high demands of the program
- Able to multi-task, prioritize multiple assignments and meet deadlines
- Highly-Skilled with Microsoft Office software programs: Word, Excel, and Outlook

Interested individuals holding the title of Senior Secretary III are encouraged to submit a resume, last two performance evaluations and Master Timecard via fax or e-mail by **October 26, 2012**.

**Beverly Williams
Jail Mental Health Services
441 Bauchet Street, Suite 1017
Los Angeles, CA 90012
FAX: (213) 687-8044
bdwillia@lasd.org**

AN EQUAL OPPORTUNITY EMPLOYER

[? Help](#)**Job details**

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 11377BR**Type of Recruitment** Departmental Promotional Opportunity**Department** Mental Health**Position Title** CHIEF MENTAL HEALTH PSYCHIATRIST**Exam Number** 247396**Filing Type** Standard**Filing Start Date** 10/22/2012**Filing End Date** 11/02/2012**Filing End Time** 5:00 pm PST**Salary Type** Monthly**Salary Minimum** 13363.00**Salary Maximum** 23431.00

Position/Program Information Under the direction of the Director of Mental Health, this position has immediate responsibility for the management of Jail Mental Health Services (JMHS) programs. The position provides administrative management and clinical supervision of all JMHS Mental Health Clinical District Chiefs, Mental Clinical Program Heads, Supervising Mental Health Psychiatrists, Mental Health Psychiatrists and administrative, medical and clinical staff. In addition, the position involves collaboration with Los Angeles County Sheriff's Department and the Office of County Counsel to oversee implementation of the Department of Justice recommendations and ongoing monitoring of JMHS programs.

Essential Job Functions

Overall management responsibility for administrative and clinical supervision of approximately 250 employees from multiple disciplines working in the 24/7 Jail Mental Health Services program.

Provides leadership as the lead partner in collaborating with Sheriff's Department, NIMH, and the Assistant Attorney General's Office to develop and implement the Community Reintegration for Women Released from Century Regional Detention Facility project.

Provides oversight and direction in development of community training experiences and academic programs in collaboration with major universities for psychiatry and psychology trainees, including those from programs outside of Los Angeles County in partnership with academic programs under the JMHS.

Directs the clinical and administrative management of JMHS.

Directs the clinical work performed physicians, nurses, psychiatric social workers and other staff in JMHS.

Oversees the academic services of the JMHS in conjunction with major universities.

Develops, evaluates, oversees and directs the workforce training and

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| | development including hiring of mental health psychiatrists to ensure quality mental health services. |
| | Serves as a member of the Department's Executive Management Team. |
| Requirements | Selection Requirements: Completion of a residency approved by an American Specialty Board in Psychiatry certification in General Psychiatry by the American Board of Psychiatry and Neurology -AND- Four years experience in psychiatry, one year of which must have been as a Supervising Mental Health Psychiatrist. |
| License(s) Required | California State Physician and Surgeon's certificate authorized by the Board of Medical Examiners of the State of California. |
| | A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. |
| Certificate(s) Required | A valid Drug Enforcement Agency (DEA) certificate. |
| Special Requirement Information | No out of class experience will be accepted. Applicants must hold the payroll title of Supervising Mental Health Psychiatrist. |
| Examination Content | This examination will consist of an evaluation of related training, education and experience based on application information weighted 60% and Appraisal of Promotability weighted 40%. The Appraisal of Promotability is designed to measure Knowledge and Skills, Problem Solving & Analysis, Interpersonal & Public Relations Skills, Oral & Written Communication Skills, Resourcefulness and Leadership & Managerial Skills. Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list. |
| Vacancy Information | The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health. |
| Eligibility Information | The names of candidates receiving a passing grade in this examination will be placed on the eligible list and, unless appointed, will appear in the order of their scoring group for a period of at least twelve (12) months following the date of eligibility. No person may compete in this examination more than once every twelve (12) months. |
| Available Shift | Any |
| Job Opportunity Information | Restricted to permanent employees of the above Department who have successfully completed their initial probationary period. |
| Application and Filing Information | All applicants are required to submit a Standard County of Los Angeles Employment Application online only. Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments to the applications. This examination will remain open until the need of the services are met, and is subject to closure without prior notice. You MUST complete the filing process ONLINE (via electronic submission) ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED. |

Instructions for Filing: A standard County of Los Angeles Employment

Application for this examination must be completed online and submitted electronically. Applications electronically received after 5:00 pm, PST on the last day of filing will not be accepted.

APPLICANTS MUST COMPLETE AND SUBMIT THEIR JOB APPLICATIONS AND UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (e.g., residency certificate, license) AS ATTACHMENT (S) AT THE TIME OF FILING.

Additional documents may also be faxed to (213) 637-5892.

To apply online, click on the link above or below this bulletin that reads, Apply to Job.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application indicates complete information, including dates for education and jobs held which relate to this position. For each job held, give the name and addresses of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part-time) and salary earned. Resumes showing training and experience may be attached to the Los Angeles County Application. All information and records are subject to verification. Falsification of records can result in disqualification from the examination or termination of employment.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

Richard Aaron

**Department
Contact Phone**

(213) 738-4125

**Department
Contact Email**

raaron@dmh.lacounty.gov

**ADA Coordinator
Phone**

(213) 738-2850

Teletype Phone (800) 800-4099

**California Relay
Services Phone** (800) 800-4099

Job Field Health Other

Job Type Professional

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ANNUAL SALARY & BENEFITS

ANNUAL SALARY: \$115,015 – \$174,086, Range R14. The successful candidate may be appointed to any salary within the range, depending on qualifications and is subject to Chief Executive Office and Board of Supervisors approval. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

BENEFITS – The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

Retirement Plan – The successful candidate may choose either a contributory or non-contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

If the candidate is a “new member” of the County's defined benefit plan (LACERA) on or after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a “new member” is someone who first becomes a member of LACERA on or after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

MegaFlex Benefit Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurance. (Not applicable to County employees who are currently in Flex.)

Dependent Care and Health Care Reimbursement Accounts are also available.

Savings Plan (401k) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Holidays – 11 paid days per year.

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213) 738-2823 (ADA Coordinator - Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS)

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

SOCIAL SECURITY ACT OF 2004: Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement.

It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%.

For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary and special qualifications. Resumes should include the following:

Names of schools, colleges or universities attended, dates attended, degrees earned and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

This information is required to determine if candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.

Please submit statement of interest and resume package to:

Celia Yeung
Department of Mental Health
Human Resources Bureau
550 South Vermont Ave., 9th Floor, Room 901
Los Angeles, CA 90020
Phone: (213) 738-4634
Fax: (213) 637-5892
Email: cyeung@dmh.lacounty.gov

This announcement may be downloaded from the COUNTY OF LOS ANGELES website at: <http://hr.lacounty.info>

The County of Los Angeles is an Active Equal
Opportunity Employer



THE COUNTY OF LOS ANGELES

INVITES RESUMES

FOR

DEPUTY DIRECTOR, MENTAL HEALTH

STRATEGIC PLANNING

(UNCLASSIFIED)



Annual Salary \$115,015 – \$174,086 (Range R14)

Filing Period:

October 22, 2012 – Until the Position is Filled





The County of Los Angeles

The County of Los Angeles, with a population of approximately 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. The County is rich in cultural diversity and home to world-renowned museums, theaters, the motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts and the Pacific Ocean, along with some of the world’s finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States.

The County has an annual budget in excess of \$24 billion. Thirty-five (35) administrative units or departments serve the needs of the County’s population. The County funds over 100,000 positions to serve its diverse population.

THE DEPARTMENT OF MENTAL HEALTH

The Los Angeles County Department of Mental Health (DMH) is the largest county mental health department in the country. DMH directly operates 75 program sites and more than 100 co-located sites. DMH contracts with approximately 1,000 providers, including non-governmental agencies and individual practitioners who provide a spectrum of mental health services to people of all ages to support hope, wellness and recovery.

Our diverse workforce, including nurses, psychiatrists, psychologists, social workers, marriage and family therapists, medical doctors, community workers, trained family members and trained mental health consumers, serve over 250,000 residents of all ages each year.

POSITION OVERVIEW

The position of Deputy Director, Mental Health is unclassified and is one of eight (8) Deputy Director, Mental Health positions. This Deputy Director has the responsibility for managing the Legislative/Government Relations, Public Information Office, Informatics, Fiscal Strategy & Revenue Management and Behavioral Health Program Administration. The Deputy Director is a member of the Department’s Executive Management Team and reports to the Chief Deputy Director of Mental Health.

EXAMPLES OF DUTIES

This Deputy Director’s duties include, but are not limited to the following:

Oversees the administration of all aspects of strategic planning for the Department. Directs the operations of revenue management, Informatics, marketing, public information, and government relations in the development and implementation of department-wide planning strategies and priorities.

Directs the development and preparation of various reports relating to revenue forecasting, monitoring of claims for services, service level projection, and trend analysis; analyzes reports and plans, develops, implements, and monitors short and long range programmatic and revenue-generating strategic planning initiatives to ensure that current and future fiscal needs of the department are clearly identified and addressed, and mental health programs/services meet the needs of clientele.

Represents the department at meetings and conferences with state and federal agencies, legislative committees, and other County Departments. Directs Department-wide activities concerning public relations; implements communication strategies and public information programs to promote mental health programs and services; directs the standardization and quality improvement of data collection and its dissemination across the Department, other County departments, private and community partners, and the public.

Analyzes the most complex state and federal legislation and policy mandates pertaining to fiscal auditing and healthcare reform to assess their impact on the department’s operations; formulates and directs the development and implementation of policies and procedures to improve consistency between program activities and departmental goals and objectives and ensure compliance with applicable local, state, and federal regulations.

Directs revenue management auditing activities and evaluates the effectiveness of strategic planning initiatives in relation to revenue objectives and maximization of revenue sources. Makes recommendations to executive management concerning department-wide budget priorities and revenue generation improvements.



MINIMUM REQUIREMENTS

OPTION I: Completion of a residency approved by the American Specialty Board in Psychiatry and four years of post-doctoral field experience in psychiatry, three years of which must have been in a highly responsible administrative capacity* AND a valid California State Physician and Surgeon’s license authorized by the Board of Medical Examiners of the State of California. -OR-

OPTION II: A Doctorate degree in a field of psychology from an accredited university or college and four years of post-doctoral field experience in the application of clinical psychology techniques, three years of which must have been in a highly responsible administrative capacity* AND a valid license to practice as a Psychologist issued by the State of California, Board of Psychology. -OR-

OPTION III: A Master’s degree from an accredited school of social work and four years of post-degree field experience, three years of which must have been in a highly responsible administrative capacity* AND a valid license to practice as a Clinical Social Worker issued by the California State Board of Behavioral Sciences. -OR-

OPTION IV: A Master’s degree from an accredited school of Marriage and Family Therapy and four years of post-degree field experience, three years of which must have been in a highly responsible administrative capacity* AND a valid license to practice as a Marriage and Family Therapist issued by the California State Board of Behavioral Sciences. -OR-

OPTION V: A Master’s degree in nursing, and four years of post-degree field experience in community mental health, three years of which must have been in a highly responsible administrative capacity* AND a valid license to practice as a Registered Nurse issued by the California Board of Registered Nursing. -OR-

OPTION VI: Three years of experience as a Mental Health Clinical District Chief. -OR-

OPTION VII: A Master’s degree in Business Administration or Juris Doctorate from an accredited university or college and four years of experience in a highly responsible administrative capacity*, three years of which must have been in a management capacity in an organization. -OR-

OPTION VIII: A Bachelor’s degree in health care administration, public administration, business administration, psychology or a related field from an accredited university or college and six years of experience in a highly responsible administrative capacity*, five years of which must have been in a management capacity in an organization. A Master’s degree in any of the above academic areas from an accredited graduate school may substitute for one year of the required administrative experience.

SPECIAL REQUIREMENT INFORMATION

*Administrative capacity is defined as work performed in the overall management of a function or an organizational unit, including responsibility for the development of procedures, budget preparation, the direction of supervisory employees and participation in policy formulation. This includes experience at the level of independent responsibility for assignments of average difficulty analyzing and making recommendations for the solution of problems of organization, budget, personnel, information services, programs, facilities planning, materials management, and general management.

LICENSE: A valid California Class “C” driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Experience as a senior or executive level manager of a large complex system in a major mental health program.
- Extensive analytical skills in the areas of fiscal auditing and revenue generating programs, including position recommendations.
- Strong management, organizational and leadership skills to coordinate the work of professional and technical personnel and the ability to handle multiple, highly sensitive priorities.
- Demonstrated ability to manage revenue-generating activities in a public sector or large health care environment.
- Extensive experience developing and administering comprehensive strategic plans, goals, and policies in a large organization.
- Experience in the preparation and execution of strategic plans.
- Experience in managing, recruiting and maintaining a multi-cultural workforce to meet the needs of the community.
- Excellent writing skills, with a strong emphasis in composing technically sound correspondence.
- The ability to work effectively with public officials, community and advisory groups, and private citizens.

SELECTION PROCESS

Each candidate’s background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate’s qualifications for this position. The resume should include any additional information which the candidate would like considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Director for final selection.

NOTE: Prior to appointment, an extensive background investigation may be completed on the candidate selected for this position.

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Job details

Job 1 of 1

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|-------------------------------------|---|
| Bulletin Number | 11371BR |
| Type of Recruitment | Open Competitive Job Opportunity |
| Department | Mental Health |
| Position Title | COMMUNITY WORKER |
| Additional Title | Native American Indian |
| Exam Number | 28103Q |
| Filing Type | Open Continuous |
| Filing Start Date | 10/18/2012 |
| Salary Type | Monthly |
| Salary Minimum | 2257.45 |
| Salary Maximum | 3289.09 |
| Position/Program Information | <p>Assists professional staff in providing direct health or social services to clients . Positions allocable to this class work under the close direction of professional staff responsible for providing social or health services to clients. Incumbents must have a knowledge of the social or health service programs in which they are participating, and an understanding of the problems of the community group being served.</p> |
| Essential Job Functions | <p>Facilitates relations between the agency and the Native American Indian community by communicating agency policies and programs to clients, family members, and community residents and conveying Native American Indian community cultural patterns and attitudes to outside agency professional staff.</p> <p>Receives service referrals from social workers and eligibility workers to assist welfare recipients and department of Children and Family Services (DCFS) involved families in a variety of ways such as obtaining food stamps and housing.</p> <p>Serves as an advocate for client access to departmental and community resources, particularly to Native American Indian cultural and healing services.</p> <p>Assists clients, family members, and caregivers in obtaining and completing application forms for benefits and services.</p> <p>Provides emergency services to clients by making linkages to appropriate supportive agencies and arranging for emergency shelter, emergency food, or emergency medical assistance.</p> <p>Takes medical, mental health, family, social, and employment histories and assists clients and patients in completing necessary forms.</p> <p>Facilitates client development of independent living skills by conducting support groups in subjects such as daily living skills including cooking, shopping, household budgeting, use of public transportation, and attendance to personal grooming and hygiene.</p> <p>Provides general linkage services to children and their families and refers them to various community services for health, substance abuse, mental</p> |

health, housing, employment, educational and financial services needs.

Screens referrals and places clients in proper groups for counseling, including substance abuse and parent education groups, and may assist in the implementation of these groups.

Assists in research projects by monitoring the completion of questionnaires, conducting interviews, and collecting basic data, regarding best practices for Native American Indian clients.

Requirements

Selection Requirements:

Six months of full-time experience working with the **Native American Indian population** or with **Native American Indian community groups** performing duties such as interviewing clients concerning health, mental health, and social services concerns, answering questions and providing linkages, and offering information about health, mental health, educational services, or social services to mental health clients or community members.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

Possess knowledge of the customs and culture of Native American Indian community(ies) gained by life experience.

Experience working with children and/or youth.

Experience in providing substance abuse counseling or related services.

Willing to provide services in various locations throughout Los Angeles County.

Examination Content

This examination will consist of an evaluation of experience based upon application and Supplemental Application Form information, weighed 100%.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

Special Information

Past and present mental health clients and family members are encouraged to apply.

Vacancy Information

The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Department of Mental Health, American Indian Counseling Center.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may complete for this examination more than once every twelve (12) months.

Available Shift

Day

Application and Filing Information

**APPLICATIONS MUST BE FILED ON-LINE ONLY.
APPLICATIONS SUBMITTED BY U.S.MAIL, FAX OR IN PERSON
WILL NOT BE ACCEPTED.**

Fill out your application and **Supplemental Application Form** completely. Provide any relevant training and experience in the spaces provided so we can evaluate your qualifications for the job.

Click on the link below to access the Supplemental Application Form:

http://file.lacounty.gov/dhr/ehr/cms1_185263.doc

All information is subject to verification. We may reject your application at any time during the selection process.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application and **Supplemental Application Form** by 5:00 pm, PST, on the last day of filing.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION .

Computer and internet access at libraries:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

No sharing User ID and Password: All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Applicants must complete and submit their applications, upload required documents (e.g. Supplemental Application Form, resume, and/or additional examination related documents, etc.) as attachment(s) at the time of filing.

Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 or email to fman@dmh.lacounty.gov within five (5) business days of on-line filing. Please include the examination number and examination title.

County of Los Angeles Information

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All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

| | |
|--|-----------------------|
| Department Contact Name | Francis Man |
| Department Contact Phone | (213) 637-0793 |
| Department Contact Email | fman@dmh.lacounty.gov |
| ADA Coordinator Phone | (213) 738-2823 |
| Teletype Phone | (800) 735-2922 |
| California Relay Services Phone | (800) 735-2922 |
| Job Field | Health Other |
| Job Type | Paraprofessional |

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